

NPDES Municipal Application Review Checklist

This checklist is designed to help you complete your application and avoid delays in approval. To ensure all required parts are filled-in, please double-check your application. While the checklist is not all-inclusive, the items listed are those most often missed by applicants.

NOTE: The required effluent sampling may take 2 – 4 months to complete.

Application Fee (Required for all applicants)

- ☐ **\$85** check made out to Iowa Department of Natural Resources, paper-clipped to the application fee invoice and placed on the front of the application package.

Part A (Required for all applicants)

- ☐ Correct names, addresses and contact information (Q. 1 and 2)
- ☐ Accurate facility description, both process and location (Q. 8)
- ☐ All discharges to surface waters (Q. 11)
- ☐ Map(s) including the WWTP, piping, **ALL** outfalls, etc. (Q. 13)
- ☐ Complete and accurate process schematic (Q. 14)
- ☐ Outfall description completed for each outfall (Q. 15 - 17)
- ☐ Total Dissolved Solids, Chloride and *E. coli* effluent testing results reported (Q. 18)
- ☐ Effluent testing results reported, **IF** AWW design flow is > 0.1 mgd (Q. 19)

NOTE: Sections B through E are required of facilities under certain conditions. Please fill out the appropriate parts of the form

Part B (Required if AWW Design flow > 1.0 mgd)

- ☐ Three (3) pollutant scans conducted. **This sampling will take a minimum of 4 months.**
- ☐ Two of the scans must be at least four (4) months, but not more than eight (8) months apart

NOTE: If a pollutant scan result is reported as less than the minimum detection level, use 0 to calculate the mass value.

Part C (Required if AWW Design flow > 1.0 mgd)

- ☐ Results submitted for all whole effluent toxicity (WET) tests conducted during the past four years. If previously submitted to the DNR, summarize the results (i.e. Acute WET test passed at 100% effluent on June 20, 2007). (Q. 2)

Part D (Required if WWTP receives waste from a significant industrial user [SIU])

- ☐ Identify each SIU and any problems the SIU has caused at the treatment plant in the past three years (Q. 3 and 5)
- ☐ Treatment Agreements (DNR Form 31) attached

Part E (Required if combined storm and sanitary sewers are present)

- ☐ All Combined Sewer Overflows (CSOs) accurately identified

Part F (Required for all applicants)

- ☐ Box checked on Form F for each part of the application being submitted
- ☐ Certification signed by appropriate individual